



HARRY L. HUFFORD  
CHIEF ADMINISTRATIVE OFFICER

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To: Each Department and District Head  
From: Harry L. Hufford, CAO  
Subject: POTENTIAL WORK FORCE REDUCTIONS

MAY 10 1978

On March 16, 1978, I requested contingency plans and impact statements from each of you for use in the event that Proposition 13 passes. On April 12 and 17, Mr. Kaplan sent each department material and guidelines for use in work force reductions. On May 1, I filed with the Board my recommendations in the event Proposition 13 passes.

If you have not already done so, please immediately:

1. Verify and refer to Personnel the employee data referred to in Mr. Kaplan's memo of April 12.
2. Post seniority lists to permit employees to request any necessary corrections.
3. Use the financing and staffing recommendations in my May 1 report and the verified seniority lists to establish, pursuant to Civil Service Rules, necessary layoff and reduction lists. These lists should be filed with my budget and personnel staff no later than May 26. At the time they are filed, they should also be posted.

Thank you for your cooperation.

HLH:TLR  
RBD:kc  
cc: Each Supervisor

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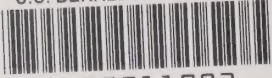
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